DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
CIVILIAN PERSONNEL OPERATIONS CENTER, PACIFIC REGION
600 RICHARDSON DRIVE #6700
FORT RICHARDSON, ALASKA 99505-6700

REPLY TO
ATTENTION OF:

APPE-CP-OC

**STANDARD OPERATING PROCEDURE
REALIGNMENTS AND REORGANIZATIONS**

1. **Purpose:** This SOP establishes procedural guidance for the processing of realignments and reorganizations by the Pacific Region Civilian Personnel Operations Center (CPOC).

 a. A **realignment** is the movement of an employee and the employee's position when:

 - an organization change (such as a reorganization or transfer of function) occurs,

 - the employee stays in the same agency, and

 - there is no change in the employee's position to include the job description, grade, or pay.

For example, a realignment action is appropriate when the employee, along with his or her currently assigned job description, and TDA authorization are moved from one organizational element (e.g. Directorate, Division, Branch, etc.) to another.

 b. A **reorganization** is defined as the planned elimination, addition or redistribution of functions and duties within the organization or other Directorates. Reorganization may include such Request for Personnel Actions (RPAs) as realignment, reassignment, establishment, abolishment of positions, etc.

2. **Applicability:** The timely processing of RPAs by the CPOC is the responsibility of the Classification Section with coordination and input from the Civilian Personnel Advisory Centers (CPAC), management official(s), Directorate of Resource Management (DRM), union officials, Defense Civilian Pay System (DCPS) Customer Service Representative (CSR), Staffing Services section, Information Services Division and others.

 a. Realignment RPAs are processed by the Classification Section.

 b. All other RPAs are processed by the Staffing Section.

3. **Procedures/Guidelines:**

a. Management:

(1) Prepare and forward the package to the CPAC. This package must contain:

(a) Specific and detailed changes to the organization.

(b) An authorization document (i.e. Special Order, Authorization memo, etc.), not just a Request for Personnel Action, SF 52.

(c) Organization charts showing the before and after structures of the organization, and a list of the employees affected by the proposed changes.

(d) DCPS Request for Update form that is completed by the organization and their DRM representative, when establishing a new organization or organizational code. (See Attachments and Table 30 SOP)

(2) After notification that Table 30 updates and Defense Finance and Accounting System (DFAS) coordination has been completed, prepare PERSACTION SF-52's and forward to CPAC.

(3) If Delegated Classification Authority (DCA) is exercised, the commander will determine the appropriate job titles, series and grades of civilian positions that are affected by the changes in the realignment/reorganization of functions and organizations as appropriate.

(4) The following process must be followed when an action(s) is/are being processed between two organizations or Directorates.

(a). The losing organization/Directorate will initiate the PERSACTION 52 request; provide the employee information (blocks 1-3) and 'FROM' information (blocks 7-14), and 'Request' the action in RPA Part A, block 5.

(b). The PERSACTION 52 is then forwarded to the gaining organization/Directorate, which will provide the 'TO' information (blocks 15-22) and any other appropriate information such as AMS Codes, TDA, etc., and 'Authorize' the action in Part A, block 6.

(5) When processing a realignment for an employee on a temporary promotion, detail, LWOP, etc., it will be necessary to annotate the PERSACTION in section D of page 4 with the information necessary to process the realignment for the permanent job of record if the entire organization has gone through a reorganization. As an example, it would be helpful to have the following statement: 'Employee and employee's space move. Permanent job of record #EW96A77801, Contract Specialist, moves from Procurement Division, cost center 2500, para 051D, line 03 to the Business Office, cost center 2300, para 013C,line 04.' This will ensure that when the employee returns to the permanent position, the position that they return to will be realigned in the correct area.

(6) If the realignment/reorganization impacts existing Table 30s information such as new UICs, organizational codes, or organizational names follow the SOP for updating Table 30s.

b. CPAC:

(1) Advise the Commander and staff of the civilian personnel implications of proposed realignments and reorganizations.

(2) Keep organizations informed of pending realignments/ reorganizations, as required by the provisions of current collective bargaining agreements.

(3) Review the package and supplemental documents for completeness of the submittal package. Incomplete packages should be returned to management for omitted information.

(4) Forward complete package and supplemental documentation to the CPOC for processing.

(5) After notification that Table 30/TDA information has been entered into the DCPS system by the CSR and the Defense Civilian Personnel Data System (DCPDS) by the CPOC, the CPAC will notify management that PERSACTION 52's may be submitted.

(6) Review PERSACTION 52's for completeness of information, and forward to the CPOC for processing.

c. CSR:

(1) Inputs Table 30 changes into DCPS.

(2) Coordinates the action with Defense Finance and Accounting System (DFAS) and advises the CPOC of the DCPS update.

d. CPOC:

(1) Specialist provides advice to the organization on position management, as requested.

(2) Build the Table 30 appropriate for the new organization and assign organizational codes in DCPDS.

(3) Forward the new Table 30 to the CSR, and notify the CPAC.

(4) Upon notification from the CSR that Table 30 has been updated in DCPS, the CPOC will notify the CPAC and manager that PERSACTION 52s may be forwarded to the CPOC.

(5) If Delegated Classification Authority (DCA) is not exercised, the CPOC classification specialist will determine the appropriate job titles, series and grades of civilian positions that are affected by the changes in the realignment/ reorganization of functions and organizations as appropriate.

(6) Processes the PERSACTION 52s. Effective dates of realignments and reorganization actions will not be processed retroactively.

4.   Questions concerning this SOP may be directed to CPOC Classification.

PATRICIA S. PEARSON
Director

4 ENCLS

1. Realignment Checklist
2. DCPS Table Update Request
3. Example of Completed Update Request
4. Definitions for Completed Form

REALIGNMENT/REORGANIZATION CHECKLIST

The complete package submitted to the CPOC must include:

1.   Specific and detailed changes to the organization.

2.   An authorization document (i.e. Special Order, Authorization memo, etc.), not just a Request for Personnel Action, SF 52.

3. Organization charts showing the before and after structure of the organization, and a list of employees affected by the proposed changes.

4.   DCPS Request for Update form that is complete by the organization and their DRM representative, when establishing a new organization or organizational code. (See Table 30 SOP)

5.   **AFTER** notification by the CPOC that appropriate civilian personnel tables and DFAS tables have been established, PERSACTION 52's required to move the employees need to be submitted.

<div align="right">ENCL 1</div>

DCPS TABLE UPDATE REQUEST

DATABASE: (Circle one or more) CP1 (CP2) OMR CMA
EFFECTIVE DATE:
POC NAME: _____ SITE ID: _____
PHONE NR (Commercial): _____PRINTER ID: _____
FAX (Commercial): _____E-MAIL ADDRESS: _____

Instructions: For new activities, complete Parts A, B, C, and D,
               To add organizations to existing activities, complete A and B.

PART A – ORGANIZATION RECORD

ACTIVITY _____ **ORGANIZATION**(S) _____
ACTION CODE: ADD CHANGE DELETE
PAY BLOCK: _____   T&A FREQUENCY: _____
EOM ESTIMATE: _____ LABOR INDICATOR: _____
T&A SITE ID: _____   SITE ACT: _____   SITE IDC: _____
T&A GROUP: _____
CSR SITE ID: _____   SITE ACT: _____   SITE IDC: _____
CSR GROUP: _____

PART B – ACCOUNTING CLASSIFICATION

EMPLOYING ACTIVITY: _____ **ORGANIZATION**(S) _____
EFF DATE: _____   DEPARTMENTAL REPORTER: _____
ACCT ACTIVITY: _____
DEPARTMENTAL CODE: _____ TRANSFER DEPT: _____   FISCAL YEAR: ____
BASIC SYMBOL: _____ LIMITATION/SUBHEAD: _0000__
FUND CODE: _____ ASN/OBAN/BCN: _____ PROGRAM YEAR: _____
OAC: _____   MFP/BPAC/PROJ ID: _____ PEC: _____
RC/CC: _____   ESP: _____   EEIC: _____
ASSIGNED: JOB ORDER: _____ COST CENTER: _____ PERF CODE: _____

PART C – EMPLOYING ACTIVITY OFFICE ADDRESS

ACTIVITY: _____
ACTION CODE: ADD CHANGE DELETE
NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____

PART – D EMPLOYING ACTIVITY

ACTIVITY: _____ ACTION CODE: ADD CHANGE DELETE
AGENCY CODE: ____   MAJOR CLAIMANT CODE: ____
BLANKET LV ADV IDC: __2_ SDA ACTIVITY: ____ CERTIFICATION IDC: Y N
T&A INOUT FREQUENCY: _B_ **CREDIT HOUR CARRYOVER LIMIT:** _24_
LABOR IDC: _N_

                                                          ENCL 2

DCPS TABLE UPDATE REQUEST

DATABASE: (Circle one or more) CP1 (CP2) OMR   CMA
EFFECTIVE DATE:
POC NAME: ____Anthony R. Alascio_____ SITE ID: _____W49080_____
PHONE NR (Commercial): __808 438-2926____PRINTER ID: ___CP2_____
FAX (Commercial): _____808 438-8280___E-MAIL ADDRESS: _alascioa@shafter-emh3.army.mil

Instructions: For new activities, complete Parts A, B, C, and D,
              To add organizations to existing activities, complete A and B.

PART A – ORGANIZATION RECORD

ACTIVITY __W1ERAA_____ **ORGANIZATION**(S) ____AA_____
ACTION CODE: ADD   CHANGE   DELETE
PAY BLOCK: __302_   T&A FREQUENCY: __B____
EOM ESTIMATE: ___Y____   LABOR INDICATOR: __N__
T&A SITE ID: _____   SITE ACT: _W49080_   SITE IDC: ___00___
T&A GROUP: __0006_
CSR SITE ID: _____   SITE ACT: _W49080_   SITE IDC: ____00__
CSR GROUP: _____

PART B – ACCOUNTING CLASSIFICATION

EMPLOYING ACTIVITY: _W1ERAA___   **ORGANIZATION**(S) __AA_____
EFF DATE: __15 Feb 98   DEPARTMENTAL REPORTER: _____DFASIN_____
ACCT ACTIVITY: _____
DEPARTMENTAL CODE: __21_ TRANSFER DEPT: _____   FISCAL YEAR: __8_
BASIC SYMBOL: _2020___ LIMITATION/SUBHEAD: _0000___
FUND CODE: _____ ASN/OBAN/BCN: _2014_ PROGRAM YEAR: __8_____
OAC: ___25_____   MFP/BPAC/PROJ ID: _121034_ PEC: _____
RC/CC: _____   ESP: _____   EEIC: _____
*ASSIGNED: JOB ORDER: _ALDD_____ COST CENTER: ____L___ PERF CODE: _____
Include PD-MAJ on this line – first 4 digits, APC, one space, then the PD-MAJ

PART C – EMPLOYING ACTIVITY OFFICE ADDRESS
ACTIVITY: __W36208_
ACTION CODE: ~~ADD~~ **CHANGE   DELETE**
NAME: ___**PACIFIC REGIONAL CIVILIAN PERSONNEL OPERATION CENTER**_____
ADDRESS: __**ATTN: APPE-CP-OC, 600 Richardson Drive, #6700**_____
CITY: _____**FORT RICHARDSON**_____ **STATE:** ___**AK**_ **ZIP:** ____**99505-6700**_____

PART – D EMPLOYING ACTIVITY

ACTIVITY: _W1ERAA___ ACTION CODE: ADD (CHANGE) DELETE
AGENCY CODE: _AR_ MAJOR CLAIMANT CODE: _AS_
BLANKET LV ADV IDC: __2_ SDA ACTIVITY: ____ CERTIFICATION IDC: Y (N)
T&A INOUT FREQUENCY: _B_ CREDIT HOUR CARRYOVER LIMIT: _24_
LABOR IDC: _N_

                                                    ENCL 3

DEFINITIONS FOR COMPLETING FORM

Accounting Activity	6 digit fiscal station number (FSN) of the funded

	accounting station
Agency Code	AF – Department of the Air Force AR – Army DD – Department of Defense NV – Department of the Navy Other departmental codes may be obtained from the major service component customer
Annual Year	Self Explanatory
Asgnd Cost Center	For sites using STANFINS enter the **program director minor** in position 1, if applicable.
Asgnd Job order Code	For sites using STANFINS enter the **APC** in positions 1-4 (e.g. AB22)
Basic Symbol	Element of the appropriation established by the Treasury Department to designate a particular appropriation fund (e.g.,. 2020)
Blanket Leave Advance Indicator	Select one of the following to indicate how the activity permits advancement of annual leave: 0 – will cause system to default to employing activity records codes of 1, 2, or 3 1 – annual leave may be advanced only via time and attendance. 2 – annual leave may be advanced through pre-authorization. 3 – blanket advancement of annual leave authorized
Certification IDC	Y – if T&A certification is required by your activity; otherwise leave blank. Y will require all T&As be certified (CSR User Manual B-145 – B1-1151). Employees with uncertified T&A will show on the Invalid T&A Report (P6608R01) and the system will generate missing time for the employee (charge annual leave, restored leave, LWOP, etc.)
Credit Hour Carry Over Limit	Maximum carryover is 24 hours
Date Effective	Enter the beginning date of the current pay period
Department Code	Two digit numeric code that identifies the agency to which an activity is assigned (e.g. 21)
Departmental Accounting Activity	Six position identification code of the recipient of the departmental gross pay data: Army – DFASIN Navy – DFASCL Marines – DFASCL Air Force – 30100 For other activities, contact the payroll office ENCL 4
EDC CSR Site ID	Site ACT: enter the UIC of the CSR clerk responsible for the entry of employee data. Site IDC: enter the 2-digit numeric field used to

	identify the distribution and location of an organization's CSR clerk. This field will default to zero is nothing is entered.
EDC Group	4-digit numeric field, which identifies a group of employee accounts, assigned to a particular CSR.
End of Month Estimate	Indicate if end of month estimate is to be provided for an accounting activity: y – yes, N – No
FSN	6 digit fiscal station number with leading zeros as applicable, e.g., 005015
Labor Indicator	N – for Do Not Extend Labor
Major Claimant Code	the command code for Army activities (see attached list for common ones)
Name and address	Official name and address for the Activity FSN *Accounting office must contact the TFO installation to obtain the information for that
Organization	1 to 7 digit character code assigned by ACPERS and input by the CPOC
Pay Block	Block assigned by DCPS
Resp/Cost Center	FSN using 6 digits with lading zero, if required (034030)
SDA Activity (Source Data Automation)	SDA identification code obtained from Pensacola for the primary activity for which an automated time and attendance collection system was developed. Leave blank if no SDA identification code was developed.
Shore Leave Eligibility Indicator	One of the following: N – indicates the mission of the employing activity does not require employees to travel aboard ship as part of their duties Y – Indicates the mission of the activity requires employees to travel aboard ship as part of their duties.
T&A CSR Site ID	Site ACT – enter the UIC of the T&A clerk responsible for the time keeping of the organization Site IDC: Enter the 2-digit numeric field used to identify the distribution and location of an organization's T&A clerk. This field will default to zero if nothing is entered.
T&A Group	4-digit number field, which identifies a group of employee accounts, assigned to a timekeeper.
T&A Input Frequency	B – biweekly
T&A Input Frequency	B – for biweekly
Time Card Format Indicator	Indicate which time card format your installation is using, if applicable: N – do not print time cards 1 – T/A time card format 1
Time Card Format Indicator (con't)	2 – T/A time card format 2 3 – T/A time card SSN only format 1 4 – T/A time card SSN only format 2

	A – T/A time card format 1 for PC based input
	B – T/A time card format 2 for PC based input
UIC	6-digit code identifying first activity below the Major Command (e.g. W3RBAA for USAG-HI)